



COMMUNITY grants



Application Form

pmhc.nsw.gov.au/community-grants

APPLICATION FORM

To apply for a Community Grant from Council, you will need to complete the relevant Community Grant application form online via pmhc.nsw.gov.au/community-grants or by completing the form below.

Community Grant application forms can also be collected from Council Customer Service offices in Port Macquarie, Wauchope and Laurieton.

*Fields marked with * in the form below are required. Applications missing required information may be considered ineligible for grant funding.*

CATEGORY

- | | | |
|--|---|---|
| <input type="radio"/> Community Builders | <input type="radio"/> Cultural Activities | * |
| <input type="radio"/> Community Celebrations | <input type="radio"/> Youth Projects | |
| <input type="radio"/> Micro Grants | | |

CONTACT DETAILS

Name of organisation/
group or individual: *

Primary contact person: *

Postal address: *

Email address: *

Telephone number
(home/work or mobile):

PROJECT DETAILS

Name of project, activity
or event: *

When will your project
start and finish? Or is
there a specific date? *

Where will your project
be located? *

Briefly describe your
project, activity or event *

CRITERIA

How will your project, event or activity benefit the wider Port Macquarie-Hastings community?

*

What group/s of the community is your project, activity or event aimed at?

*

The following two questions are not required for Micro Grants but are required for all other Grant types

Explain how you identified the community need for this project, event or activity? What consultation did you undertake in this process?

*

How will you communicate this project, event or activity to the wider community? (e.g. Marketing Plan)

*

PROJECT BUDGET

INCOME

Grant funding amount sought from Council:	\$	*
Other income (for example your organisation's cash contribution):	\$	
Income from other sources (for example other grants, donations, fees etc.):	\$	
In-kind contribution (for example volunteer hours):		
Total Cash Income:	\$	*

EXPENDITURE

Item 1	* \$	*
Item 2	\$	
Item 3	\$	
Item 4	\$	
Item 5	\$	
Item 6	\$	
Total Expenditure:	* \$	*

PROJECTED INCOME

Is there an income that might be generated from the project (for example admission charge, donations etc.)?

Yes No *

If **Yes**, what do you estimate the surplus to be and how will these funds be spent in the future?

FINANCIAL DETAILS

Is your group / organisation incorporated?

Yes No *

If **No**, non-incorporated groups / organisations or Individuals can only apply under the auspice of an existing incorporated Not-for-Profit Community Organisation (NFP).

Organisation or Auspice body name:

Organisation or Auspice body ABN:

Has your group / organisation previously received a community grant from Council?

Yes No

*

If **Yes**...

- What year was the grant awarded?
- What was the grant amount provided by Council (\$)?
- Did your group return an acquittal form? Yes No
- Please provide details on how funding from this past grant was spent:

Could your project proceed with only partial funding from Council?

Yes No

*

Will your organisation / group carry out the project without this grant funding?

Yes No

*

CHECKLIST

Please ensure that required documents are submitted with this application:

- A letter from your Auspicing body agreeing to support your application **if not** submitting this form under an incorporated group / organisation
- A copy of the group / organisation / auspicing body certificate of incorporation *
- A copy of the group / organisation / auspicing body most recent annual report and /or audited financial statement *
- A copy of the group / organisation / auspicing body public liability insurance: *
- Letter/s of support from a recognised agency or organisation showing that they consider the project to be important for the community *
- Copies of quotes for purchases over \$2000 (not required for Micro Grant application)

DECLARATION

- I confirm that the information contained in the application form and within the attachments are accurate and correct, and that this form has been submitted with the full knowledge and support of the applicant and organisation I represent. *
- As a condition of receiving a grant, I agree to submit an acquittal form to report on the agreed project results and outcomes, with up to two photos attached, no longer than one month after the event / activity is completed. *
- I give Port Macquarie-Hastings Council unrestricted license to reproduce, resize and give away the supplied images, for the promotion of the PMHC Community grants program. Images supplied have all necessary permissions and I will be available for any required media / council coverage and interviews. *
- Where applicable, I will acknowledge Port Macquarie-Hastings Council's support in any promotional material or media coverage, generated by my organisation / group in accordance with the guidelines following approval by Port Macquarie-Hastings Council. *

Signatories name: *

Signatories position: *

Date: *

Signature: *

Completed applications can be **emailed** to:

community.inclusion@pmhc.nsw.gov.au,

posted to:

Community Inclusion
Port Macquarie-Hastings Council
PO Box 84
Port Macquarie NSW 2444

or **dropped** off at any Council office:

Port Macquarie

17 Burrawan Street
Port Macquarie

Wauchope

49 High Street
Wauchope

Laurieton

9 Laurie Street
Laurieton

For further information or assistance, please contact the Community Inclusion Team:

P 6581 8111
E community.inclusion@pmhc.nsw.gov.au
W pmhc.nsw.gov.au/community-grants

Submissions and petitions, including your name, address and contact information, are subject to the provisions of the Government Information (Public Access) Act 2009. Further information on how Council handles personal information can be found in our Privacy Statement located on Council's website.